

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
CRIMINAL JUSTICE USERS GROUP
MEETING MINUTES
MONDAY, AUGUST 14, 2017**

The DELJIS Criminal Justice Users Group was held at Dover Police Department located at the Dover Police Department Public Assembly Room 400 South Queen Street, Dover, DE. Mr. Abbott called the meeting to order at approximately 10:03 a.m.

Those in attendance included:

Peggy Bell	DELJIS	Tammy Hyland	DSP-DIAC
Lynn Gedney	DELJIS	Chris Chandler	UDPD
Renee Rigby	DSP	Karen Hudson	Dover PD
Mary Sheppard	SBI/DSP	Ava Carcirieri	Family Court
Lisa Seymour	SBI/DSP	Robert Abbott	NCC PD
Capt. Ben Parsons	DSP/SBI	S/Cpl Megan Hazzard	DSP Troop 1
David Elwood	DELJIS	M/Cpl Timothy Hamlett	DNREC
Durk Lee	DTI	Kelly Knutkowski	DELJIS
Isabella Kaplan	DTI	Susan Hearn	NCC Superior Court
Ray Sammons	DELJIS		
Sgt. Mark Justice	DSP Troop 5		
Charlotte Walsh	JP Court		
Donna Massey	Seaford PD		

I. REVIEW OF MEETING MINUTES

A motion was made by Ms. Seymour to approve the June 2017 DELJIS CJ Users Meeting minutes and seconded by Ms. Walsh. All approved. Motion carried.

II. REVIEW OF AUTOMATED SYSTEM USAGE

Ms. Bell reviewed the automated system usage with the attendees. Ms. Bell reminded the attendees that the old LEISS will be decommissioned in January 2018 and this will not affect record users.

III. DISCUSSION ITEMS

- a. Review of DELJIS Project Status Report-Ms. Bell reviewed the project status report with the attendees. (See attached).
- b. NIBRS- Ms. Sheppard provided a NIBRS update that SBI has submitted up through June. SBI is continuing to work with DELJIS on the errors that are occurring.
- c. LEISS- The old LEISS is still scheduled to be decommissioned in January 2018. Mr. Elwood stated that DELJIS is still working on the biggest issue on the complaint side with recovering stolen vehicles and trying to get that corrected as soon as possible.

- Mr. Elwood stated there is a new update tool that was released in the new LEISS. The update tool will check updates in the SQLite tables every time the user logs into the new LEISS. Every time the application is started, it checks updates in the SQLite tables, which is the local databases where we keep all of our data in to fill in all of the fields in the report.
- DELJIS found that there were several computers that were extremely out of date, so if the new tool cannot bring the users up to date and the user cannot login, they will need to re-install the application.

Questions/Comments

- Ms. Sheppard asked how the SQLite update would affect record users. Mr. Elwood stated that the new LEISS is making sure the SQLite table is updated and that the update is making sure that the SQLite tables are synced. Users will need to log into the new LEISS because that's how the application runs. Mr. Elwood stated if you're checking to see if something in the old LEISS exists in the new, you want to make sure it's updated by logging into the new LEISS so the SQLite table updates.
- Ms. Sheppard asked if DELJIS was working with the problems with VOR. Mr. Elwood stated that DELJIS is working on that issue but the issues are currently being prioritized. Fixing the recovered vehicle problem is the top priority at this time.
- Record users are also having problems with stolen vehicles. Record users have to delete the whole crime out if the property type is entered wrong and then change it to the correct property type.
- Mr. Sammons and Ms. Wilson are going through the old and new LEISS to compare screens and features to ensure that there isn't any functionality and features being lost from the old LEISS.
- Ms. Hudson advised that some of the Dover officers have been experiencing problems where they can't get their supplements to work in the new LEISS so they have to go into the old LEISS. Mr. Elwood advised that the officers should contact the DELJIS Help Desk during work hours or send an email if they are having any problems in the new LEISS.
- Sgt. Justice stated that in the charge text of the warrant for a violation of a PFA charge, it asks for a criminal action number. Since a PFA is a civil order there's no criminal action number. Ms. Bell stated that DELJIS will check the law file record for that charge.
- S/Cpl. Hazzard stated that when a supervisor is trying to approve a criminal LEISS report, the attachments in the report cannot be viewed. Mr. Elwood thought that issue was resolved but will try to duplicate the issue.

- An issue was brought up in the Tow slip application where an abandoned vehicle is towed and when the vehicle is released you can't view the LEISS instructions. A recommendation was made to input a pop-up with the instructions to notify DSP Communications Center that the vehicle has been released.
 - There was also a request to copy the driver to owner, there's a function in one of the applications either in E-crash or E-tow to copy the driver to the owner. Ms. Bell advised that there was a request to add it into E-ticket but will test the other applications to see if that option works.
 - There was a request if there could be a picture of a motorized wheel chair to be added to E-crash. Ms. Bell advised that would depend if MMUCC decides to add it.
 - There was a recommendation for E-crash to have the option available to copy the address from a previous passenger.
 - There are cold cases that have been closed sometimes over a year they are still popping up. Ms. Bell advised that DELJIS has a fix for those problems and if users are still experiencing that problem, users can send them to the DELJIS Help Desk and we would be able to clear them out.
 - A concern was brought up in the suspect section in LEISS, where there is a checkbox at the bottom is listed as disguise, officers use that to input clothing descriptions. When you go back into the suspect section the disguise box is unchecked. Ms. Bell stated that we can fix that. There was also a recommendation to have the description changed to disguise/clothing.
- d. E-ticket/E-crash- Ms. Bell stated that DELJIS has been working on finding the feature in E-ticket that has been periodically creating mandatory court appearances for speeding charges. We believe we have isolated the problem and will be releasing a change into production to stop the occasional mandatory appearance from occurring.

There was a request for multiple charges to be added to E-ticket and Ms. Bell advised that we are working to manage the edits so some departments do not inadvertently add the same charge multiple times.

The fine calculations are working correctly, so the new amounts will be more because it is including the extra \$15 dollars.

VI. NEW BUSINESS

Ms. Rigby stated that in her new position at DSP she has taken Mr. McDonald's responsibilities of Nlets and NCIC and the other responsibilities of Mr. McDonald's

position is being designated to a new person that will be starting with the agency at the end of the month.

Ms. Rigby stated that they have been looking at the NCIC usage of DSP Trooper's access and they are finding that many Troopers' NCIC access has expired, which means they aren't using it. Ms. Rigby stated that this has been brought up to the Captains but you want to make sure that is done.

Ms. Rigby stated there are nine agencies that had NCIC audits. At the end of the year, Ms. Rigby will be looking at all DSP and municipal police agencies security policies involving NCIC. This process will take a few months, but if anyone has any problems with NCIC or Nlets they can contact Ms. Rigby.

Ms. Bell advised the attendees that the discussion that normally takes place for the CJC Warrant Capias meeting will be discussed for the remainder of the meeting.

The year to date statistics for the Victim Information Notification Everyday (VINE) system, include: 107,449 site searches, 894,021 phone calls, and 57,701 total registrations.

Ms. Bell reviewed the active agency warrant capias statistics with the attendees. There are currently a total of 97,223 outstanding warrants and capiases. Ms. Bell advised if anyone had questions about their warrant/capias list to reach out to DELJIS.

Ms. Bell reported another issue that has been discussed with Ms. Rigby is older cases without dispositions. DELJIS will find the record and call the courts to complete the disposition. This has been a problem when individuals are in the process of getting an expungement or pardon, so we need to clean those records. Ms. Bell advised if anyone locates an old record with no disposition to send them to her and she can work with DOJ to get those cases resolved. These are only for cases that impact a current process, not all cases in general.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

A motion was made by Ms. Hyland to adjourn and seconded by M/Cpl Hamlett at approximately 11:00 a.m.